



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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**DATE:** August 16, 2005

**TO:** Intermediate school district superintendents  
Local education agency district superintendents  
Public school academy administrators

**FROM:** Jeremy M. Hughes, Ph.D., chief academic officer, Michigan Department of Education  
Margaret M. Ropp Ph.D., director, Center for Educational Performance and Information

**SUBJECT:** School Infrastructure Database Fall 2005 Submission – Title I Schoolwide Program

**DISTRIBUTION:** Please share this information with the staff members in your district responsible for the School Infrastructure Database, the School Code Master and Title I coordination.

To meet federal reporting timelines, the Michigan Department of Education (MDE) needs to collect Schoolwide Title I data at the beginning of a school year for use in the Consolidated Performance Report and Adequate Yearly Progress reporting required in the fall. We are asking you to identify schools/facilities in your district that participate in Schoolwide Title I programs and indicate the instructional services that are offered. The MDE has worked with the Center for Educational Performance and Information (CEPI) to develop a streamlined online data collection using the School Infrastructure Database (SID). This fall collection will eliminate the need to collect Schoolwide Title I data via the SID at the end of the school year.

**The reporting period for the Schoolwide Title I data will be from October 3 through October 24, 2005.** Please share this information with the staff members in your district responsible for the SID, the School Code Master (SCM) and Title I coordination. In order for this data collection to run smoothly, **your authorized SCM user must review and/or update information on your district's schools/facilities prior to the SID submission.** Please keep in mind that the State School Aid Act [MCL 388.1619(5)(6)] specifies that failure to complete the submission will result in the withholding of 5 percent (5%) of the district's or public school academy's state aid, beginning with the November 2005 state school aid payment. Payment will be held in escrow until the SID Fall 2005 Submission is complete.

To assist your district in a successful submission, CEPI has posted specific information regarding this data collection on the CEPI Web site at [www.michigan.gov/cepi](http://www.michigan.gov/cepi). Click on MEIS Data Services and then on School Infrastructure Database. To reduce data submission effort, CEPI plans to pre-populate these fields for each school/facility that was reported during the SID End-of-Year 2005 Submission. Districts will verify and update previously submitted data and make any necessary changes.

For questions regarding the SID submissions, please send an e-mail message to the Department of Information Technology (DIT) Client Service Center [Help-Desk@michigan.gov], or call 517-335-0505. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

We sincerely appreciate your attention to this matter and your cooperation to ensure complete and accurate reporting.

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